



## AGENDA COORDINATOR

Job Code: 1016  
EEO Class Code: Professional  
Union Status: Unclassified  
FLSA Code: Exempt  
Salary Grade: o013

### NATURE OF WORK

This is specialized, detailed work which includes the compilation and submission of agenda items for City Commission meetings on a bi-monthly or on an as-needed basis.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Receives memoranda, resolutions, ordinances, and all backup material from various department directors for inclusion on the Commission agenda.
- Monitors and keeps others advised of the time frames and requirements for the submittal of agenda items.
- Schedules time-certain items on the Commission agenda.
- Coordinates revisions, additions, withdrawals, and other changes in the preparation of the agenda.
- Attends Agenda Review and After Action meetings.
- Prepares addendum for those documents not contained in agenda package; and, on an emergency basis, includes new items.
- Answers questions from City employees and/or the public regarding agenda items.
- Carries out a number of miscellaneous functions including but not limited to coordinating elections to the Personnel board, supervising billing and payroll functions, preparing and coordinating official notices, meeting with and conducting business with members of the public, citizens, officials and customers.
- Performs related work as required in the Department.

### KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of English grammar, spelling, punctuation, and sentence structure.
- Thorough knowledge of procedures, rules, and policies related to agenda item submission.
- Skill in the use of personal computers.
- Ability to establish and maintain effective working relationships with other employees, supervisors, departmental officials, officials of other agencies, and the general public.
- Ability to carry out complex verbal and written instructions.
- Ability to express ideas and information clearly and concisely, both verbally and in writing.
- Ability to discern and extract pertinent facts from verbal and written guidelines, policies and procedures, and apply these to a variety of problems.
- Ability to organize work effectively and meet deadlines.

### MINIMUM REQUIREMENTS

- Considerable experience in responsible and varied executive secretarial and administrative work.

### PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine.

- No significant standing, walking, moving, climbing, carrying, bending, kneeling , crawling, reaching, handling, sitting, standing, pushing, or pulling.

## SUPERVISION RECEIVED

- General and specific assignments are received from the City Manager, or Assistant City Manager.
- Work is performed with little direct supervision and with latitude for use of independent judgment in the selection of work methods and procedures.
- Work is subject to review for compliance with departmental objective and standards.

## SUPERVISION EXERCISED

- None.